

**DEPARTMENT
OF
GENERAL SERVICES**

INVENTORY STANDARDS AND SUPPORT SERVICES DIVISION

**INVENTORY
CONTROL
MANUAL**

Effective July 1, 2003

INTRODUCTION

A responsibility of the Department of General Services (DGS) is to prescribe standards for controlling inventories of materials, supplies and fixed assets and to establish the means for the State to determine the total values of these inventories.

This manual has been prepared to make available to each agency a ready reference for matters concerning the control of its inventories and to set forth the rules that govern the reporting of inventory values. Also included are the procedures for disposing of excess and surplus personal property and for reporting personal State property that is stolen or missing.

Any comments, suggestions or questions concerning the procedures, exhibits/appendices in this manual may be directed to Ms. Kathryn Wilson, Program Manager at (kathryn.wilson@dgs.state.md.us) or 410-767-0587.